

U. S. NAVAL FORCES JAPAN MLC/IHA VACANCY ANNOUNCEMENT

Position Title: Sales Checker IHA-241 / BWT 1-3
Announcement No: A-03-057
Employment Type: Hourly Pay Temporary (HPT)
Base Pay: 950 yen per hour
Location: Navy Exchange, Atsugi
Work Schedule: 30 HRS/WK (5 days/wk : 6 hrs/day between 0700-2200)
Open: 05/06/03
Cut Off: 1st Cut Off: 05/13/03 (Open Until Filled)
Area Of Consideration: Off –Base Applicants

MAJOR DUTIES:

Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash from customer and makes change. Receives a cash fund for the register and turns in an equal amount plus all monies received during the day. Totals sales on tape and checks against cash on hand. Assists in the restocking of shelves and in the periodic inventories. Performs others duties as assigned.

QUALIFICATION REQUIREMENTS:

1. Must be able to speak, read and write English/Japanese.
2. Computer knowledge. Typing skill.
3. Ability to provide adequate customer service.

INSTRUCTIONS FOR APPLICANTS:

- Non-Japanese applicants: Only those who possess non-restricted work permit (permanent resident, long-term resident, spouse or child of a Japanese national, etc) in Japan will be eligible. Please attach a copy of alien registration certificate to your application.
- U. S. Citizens are not eligible for IHA (HPT) employment.

HOW TO APPLY

Send us either English or Japanese MLC/IHA APPLICATION FORM (HRO ATSUGI FORM FEB 02) or resume with equitable information to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement. To be considered for selection, resume must include at least the following information: Full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. **Applications and attachments will not be retrieved for duplication or for return.** All applicants must meet eligibility requirements by respective closing date. Ineligible applicants will not be referred for consideration.

U. S. Naval Air Facility, Atsugi (Box 12)
Human Resources Office
Ayase-shi, Kanagawa-ken
〒252-1101

NOTE:

- 1) Make sure you annotate “**Announcement No (A-03-057)**” to your resume.
- 2) All applicants must meet eligibility requirements respective closing date. Ineligible applicants will not be referred.